

Element Performance Inspection (EPI) Job Aid

Element 1.3.14: General Maintenance Manual

Purpose of this Element (Air Carrier's responsibility):

To maintain a complete and comprehensive General Maintenance Manual system.

Objective (FAA responsibility):

To audit the Air Carrier's General Maintenance Manual system.

Specific Instructions for this EPI:

To accomplish this EPI, the inspector should verify that the Air Carrier's Manual contains adequate information to instruct/provide guidance to maintenance personnel regarding how the carrier conducts its maintenance activities. The inspector should verify that the carrier has established an accepted revision system and that appropriate sections of its manual are available to appropriate personnel. The Air Carrier's Manual will incorporate or reference the manufacturers' maintenance manuals and identifies those source manuals.

Related EPIs:

- 2.1.1 Currency (Manual)
- 2.1.2 Content Consistency (Manual)
- 2.1.3 Distribution (Manual)
- 2.1.4 Availability (Manual)
- 2.1.5 Supplemental Operations Manual

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To meet this objective, the inspector will accomplish the following tasks (at the inspection location(s) where applicable):

1. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this EPI.
2. Review the associated SAI, with emphasis on the Controls Attribute section.
3. Review the General Maintenance Manual system.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Were the following performance measures met:

1.1 <i>References to the Operations Specifications (OpSpecs), or copies of the OpSpecs pages, that relate to the continuous airworthiness maintenance program were current.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.2 <i>The manual system contained a Current organizational chart.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.3 <i>The manual system contained a current list of vendors, their products, and services.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.4 <i>The manual system contained a current list of outsources and their functions.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.5 <i>The manual system contained a current list of manuals that comprise the continuous airworthiness maintenance program.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.6 <i>The manual system contained a current reference to the approved program for dangerous goods.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no, explain:
1.7 <i>The manual system contained a current reference to the approved Drug and Alcohol Testing program.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
2. Were controls in place to verify and validate the accuracy of any changes to the General Maintenance Manual?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
3. Were all observations unrelated to the General Maintenance Manual satisfactory?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:

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4. Other comments, use space below:

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SUPPLEMENTAL INFORMATION

Type Ops	Specific Regulatory Requirements (SRR) DIRECTLY RELATED SRRs: [Type Operations: Flag =F, Domestic = D, Supplemental = S, All = F, D, S]
All	14CFR 119.43(b) Certificate holder's duty to maintain operations specifications
All	14CFR 119.65(e) Management personnel required for operations conducted under part 121 of this chapter
All	14CFR 121.135(a)(b)(1-3,11) Contents (Manual)
S	14CFR 121.139(a) Requirement for manual aboard aircraft: Supplemental operations
All	14CFR 121.369(a, b) Manual requirements
All	14CFR 121.379(a, b) Authority to perform and approve maintenance, preventive maintenance, and alterations
All	14CFR 121.701(b, c) Maintenance log: Aircraft
All	14CFR 121.709(a-d) Airworthiness release or aircraft log entry

Type Ops	Specific Regulatory Requirements (SRR) INDIRECTLY RELATED SRRs: [Type Operations: Flag =F, Domestic = D, Supplemental = S, All = F, D, S]
	Reserved

Other CFRs and/or FAA Guidance:

DIRECTLY RELATED:

- FAA Order 8300.10, Vol. 3, Chap 36, Section 1, 7-c, Monitor Continuous Maintenance Airworthiness Program/Revision
- FAA Order 8400.10, Vol. 3, Chap 15, Section 3, Manuals, Procedures, and Checklists
- AC 120-16, “as amended” Continuous Airworthiness Maintenance Programs